



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 672.2

Job Title: **SENIOR KENNEL ATTENDANT**

Pay Grade: 15

GENERAL SUMMARY:

Maintains a safe and healthy kennel environment and provides care for kennel animals.

RESPONSIBILITIES:

- Cleans and sanitizes animal holding areas.
- Places animal food supplies in storage areas and prepares food for animals.
- Assists in unloading trucks and directs animals to holding areas.
- Maintains animal inventory and reports discrepancies to supervisor.
- Maintains food, supplies and equipment inventories and reports discrepancies to supervisor.
- Assists public in reclaiming animals.
- Alerts supervisor to problems with equipment or an animal's condition.
- Restrains animals for euthanasia and insures proper disposal of carcasses.
- Operates automatic doors and gates to control access and provide security for kennel areas.
- Prepares animals for laboratory examination.
- Assists in the cleaning and handling of exotic animals.
- Performs other responsibilities as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Ability to read, write, add, subtract and follow oral and simple written instructions as might normally be acquired through 9 to 11 years of formal schooling. No special knowledge of any subject or technical field is required.

EXPERIENCE:

Two years of experience in the care and handling of animals are required.

Immunization Requirement: Must undergo a rabies immunization series prior to beginning employment.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Kennel Attendant
Senior Kennel Attendant
Kennel Master

Effective: October 1990

Revised: January 2003